

## **SUPPORTING ARTS: APPLICATION QUESTIONS for first-time applicants**

1. What is your organization's mission?
2. Reflecting on COA's READI framework, in what way(s) is your organization and its mission relevant in relation to current society/culture/trends?
3. Describe the organization's financial management team. Indicate who is responsible for the organization's budget and financial strategy. For each person, include: full name, title, role on team, and relevant experience with financial management.
4. Have your organization's financial statements been through an audit, a review and/or a compilation by a Certified Public Accountant and/or auditor? Indicate date of completion.
5. Does your organization have a designated staff person, board member or volunteer who serves as an Accessibility Coordinator or "go-to" person regarding accessibility?
6. Did your organization complete the Section 504 Self Evaluation Workbook made available by the Civil Rights Office of the National Endowment for the Arts?
7. Describe the ways in which you make your organization's venue and/or programs are accessible to persons with disabilities (i.e. physical and programmatic access, sign language interpretation, assistive listening devices).
8. Does your organization have a written strategic plan that has been approved by your board/governing body?
9. Identify and describe the organization's top three (3) strategic priorities. For each, how did you decide it was a priority and how you are addressing it?

10. Artistic Activities: List and briefly describe the organization's top three (3) artistic activities, i.e. programs, performances, events, services. For each activity, applicants are asked to reflect on COA's READI Framework, and then choose **one** word – Relevance, Equity, Access, Diversity, Inclusion – that the activity best aligns with and describe how.

11. Explain your organization's ability to earn or raise income with a fair level of certainty.

12. Explain your organization's financial ability to withstand risks and/or respond to new opportunities?

13. Does your organization have liquid assets (i.e. cash reserves/unrestricted endowment/working capital/operating reserves/savings)? If yes, how long can the organization operate on those reserves?

14. Is your organization carrying long-term debt obligations?

### Other Requirements for first-time applicants:

- Complete and upload the following documents:
  - Staff & Board form
  - Operational Expense Report
  - Operational Income Report

- Complete a budget narrative.

*Applicants should use this opportunity to elaborate on the information reported in the Income and Expense Reports. If applicable, explain the reason for any major increase or decrease (+/- 20%) in Income (Earned, Contributed or Other) reported in your Operational Expense Report form. If applicable, explain the reason for any major increase or decrease (+/- 20%) in Expenses (Payroll, Fees for Services or Other) reported in your Operational Income Report form.*